

COMMONWEALTH OF VIRGINIA  
DIVISION OF PURCHASES AND SUPPLY  
1111 E. BROAD STREET Sixth Floor  
P. O. BOX 1199  
RICHMOND, VIRGINIA 23218-1199

**NOTICE OF CONTRACT AWARD**

1. DATE .....June 28, 2005
2. COMMODITY NAME.....Art Supplies, Crafts and Games
3. CONTRACT NUMBER..... 05000-05 - E194-165-1
4. CONTRACT PERIOD .....July 1, 2005 through June 30, 2007
5. SUPERSEDES ..... 7854500
6. AUTHORIZED USERS ..... State Agencies and Other Public Bodies
7. CONTRACTORS' FEI NUMBER ..... 060520020
8. CONTRACTOR..... S & S Worldwide  
.....75 Mill Street  
.....Colchester, CT 06415  
..... Contact Person: Paula Ward
9. CONTRACTORS' PHONE NUMBER..... (800) 642-7354 x 2503  
..... FAX (800) 432-2842
10. TERMS ..... Net 30 Days
11. DELIVERY..... 30 Days
12. F.O.B. ....Destination
13. MINIMUM ORDER..... No minimum
14. FOR FURTHER CONTRACT INFORMATION CONTACT: Chris A. Nichols, CPPB, VCO  
Ph. (804) 786-3849 Fax 786-0223
15. Website: [www.eva.virginia.gov](http://www.eva.virginia.gov)
16. NOTICE TO ALL STATE AGENCIES: This contract is the result of a competitive bid program and its use is mandatory for all State Agencies (unless otherwise indicated in item 6 above) in the purchase of any commodity listed herein. If the commodity or services available under this contract cannot be used by an agency, a request to purchase other goods or services of a similar nature shall be submitted to the appropriate DGS/DPS contract/purchase officer for approval. A complete and factual written justification is necessary to support the request. Refer to Section 13.7a of the Agency Procurement and Surplus Property Manual.

By: \_\_\_\_\_  
Chris A. Nichols  
Statewide Commodity Contract Officer

## **INSTRUCTIONS**

1. **Orders.** Unless otherwise instructed by the Division of Purchases and Supply, all departments, institutions and agencies of the Commonwealth of Virginia may order items listed by issuing purchase orders in eVA or by issuing their own purchase order form.

**Written Purchase Orders Required by the Contractor.** When required by the contractor, state agencies and public bodies will supply written purchase order forms for orders under \$5,000.

2. If this contract is authorized for use by localities (see line item 6, page 1), Virginia cities, counties, towns and political subdivisions may order through eVA or use their own form to order items listed in this contract.
3. The applicable contract number, federal employer identification number (FEI), and item number (for itemized contracts) must be shown on each purchase order and copy, each facsimile transmission or given verbally when telephonic orders are placed.

Purchase orders must show the contract number to ensure getting the discount from the current catalog price.

4. Inspection on delivery and approval of vendor's invoice is the responsibility of receiving state agency, Virginia city, county, town or political subdivision.
5. Any complaint as to quality, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to the Division of Purchases and Supply for handling with the contractor. Preprinted forms (DGS-41-024), by which to facilitate the notification of the contractor and this office of complaints, are available from the DGS home page ([www.dgs.virginia.gov](http://www.dgs.virginia.gov)) under **DPS Forms**.
6. **Renewals.** Three (3), one year renewals remain. The decision as to whether to exercise the next renewal option will be made by the contract officer approximately four to six months in advance of the expiration date of the current term.
7. **Price Adjustments.** During the current term of the contract, price escalation may be allowed every 365 days, if justified. The contract officer makes the decision to allow or deny a request for increase based upon the documentation submitted by the contractor. The contractor is required to pass on any price reductions immediately. **IMPORTANT!** All price increases must be approved by the contract officer. Contract users will be sent a Notice of Contract Change from this office as official notification of such changes, if approved.

### **SPECIAL INSTRUCTIONS**

1. **MINIMUM ORDERS.** There will not be a minimum order amount on this contract. Freight will not be charged by the contractor. All orders will be shipped F.O.B. delivery to ordering agency within the Commonwealth of Virginia.
2. **DELIVERY SERVICE:** Delivery of all requested contract items shall be made within 30 calendar days after receipt of purchase order. Contractor shall carry an adequate stock to insure such delivery service for the duration of the contract.
3. **EXCLUSIONS:** Furniture (all types), office supplies, filing supplies or any other item(s) which are currently covered by other state contracts shall be excluded from this contract.
4. **MAXIMUM ITEM LIMITATIONS:** An individual item which has a cost price of \$5,000.00 or more shall be excluded from this contract and will be competitively procured.
5. **CATALOGS:** Upon request, the contractor shall furnish current catalogs and price lists, for items awarded, directly to using agencies.
6. **MATERIAL SAFETY DATA SHEETS** are on file with the vendor for products in their catalog. Information on compliance with ASTM specifications D4236 is also available.

VENDOR ORDER ADDRESS LIST

| <u>FIN</u> | <u>VENDOR<br/>NAME/ADDRESS/CONTACT PERSON</u>   | <u>TELEPHONE</u>                               |
|------------|---|--|
| 060520020  | S & S Worldwide<br>75 Mill Street<br>Colchester, CT 06415<br>Contact Person: Paula M. Ward<br>e-mail pward@swww.com<br>Customer service: 800-937-3482 | (800) 642-7354<br>x-2503<br>Fax (800) 566-6678 |

Agency Note: Call the vendor for a current catalog.

**LOT 1**

**ARTIST EQUIPMENT AND SUPPLIES**

S & S Recreation – 2005  
(or current Catalog)  
with a discount of 10%

**LOT 2**

**CRAFTS, GENERAL SUPPLIES AND TOOLS**

S & S Recreation – 2005  
(or current catalog)  
with a discount of 10%

**LOT 3**

**CRAFTS, SPECIALIZED CRAFTS AND PROJECTS**

S & S Recreation - 2005  
(or current catalog)  
with a discount of 10%

**LOT 4**

**GAMES**

S & S Recreation – 2005  
(or current catalog)  
with a discount of 10%